University Calendar: Publish An Event

Only confirmed events will appear on the calendar. The calendar is updated approximately every hour.

1. Navigate to: scheduling.princeton.edu
Login by clicking “Welcome, Guest” then “Sign In” at the top right corner of the screen.

2. Click “Create A Reservation” on the left side of the screen. Choose a template and click “Book Now” on the right side of the screen.
3. Select the date and time for your request.

4. Click “Add/Remove” next to “Locations” to choose a building.
5. Scroll down or begin typing in the search bar to choose a building. You can add multiple locations during this step. Click the checkbox next to the building, then click “Update Locations.”

6. Click the green plus sign next to the room you want to add to your reservation.
7. Enter the number of people expected to attend and click “Add Room.”

8. You will see the room we added at the top of the page. You can add more dates and rooms if needed before moving on to the next step.
9. Add AV or Transportation & Parking Services on this page.

10. Enter the Reservation Details: event name and type, and your contact information.
11. Click the drop-down arrow under “would you like your event to appear on the University’s Events Calendar?”

12. If you do not have information about your event, choose “Yes, but I don’t have all my event information yet.”

Your event will not appear on the calendar if you choose this option.

Click “Create Reservation” and your space request is complete.
13. Choose “Yes” to have your event published to the University’s Events Calendar.
- Fields with an asterisk are required fields.
- Categories are explained under the corresponding number.

Would you like your event to appear on the University's Events Calendar? *

Event Description *

Category *
Add/Remove

Subcategory (Type first letter to jump down in the list) *

Additional Subcategory

Event Audience (Select all that apply) *
Add/Remove

University Co-Sponsor(s)

External Sponsor(s)

Speaker 1

Speaker 2

Speaker 3

Speaker 4

Speaker 5 (If you have more than 5, then please note the full list in your event description/event website or just list your keynote/featured speakers)

Is there a website associated with your event? If so, please enter the URL.
13a. Under “Event Description” – write a brief description of your event. The event description informs the public of what will be covered in this event.

13b. Under “Category” – click “Add/Remove”. Select all that apply.
13c. Under “**Subcategory**” – type the first letter to jump down to the subcategory you want, or peruse the categories available to choose from. Choosing the appropriate subcategory will help users filter results.

13d. Under “**Additional Subcategory**” – type the first letter to jump down to the subcategory you want or peruse the available categories. Choosing an additional subcategory will help users filter results.
13e. Under “Event Audience” - click “Add/Remove”. Make multiple selections as needed.

13f. Under “University Co-Sponsor(s)” and “External Sponsor(s)” – fill in the co-sponsor of the event, if applicable. Fill in the external sponsor of the event, if applicable. These fields are not required.
13g. Under “Speaker 1-5” – fill in the name(s) of the speakers for this event. These fields are not required.

13h. Under “Is there a website associated with your event? If so, please enter the URL” – enter the website associated with your event, if applicable.
14. A chart string is not needed. Click “Create Reservation” on the bottom right side of the screen. Your space request is complete.